open up the Single sign on https://my.doe.nh.gov/myNHDOE/Login/Login.aspx Click on the Create new user button on the right. Follow the Have you ever logged on to the Single Sign on before? YES. NO Are you a NH prompts and fill out the info. Educator? **YES** NO Does it find your e-mail address through Do you remember your username and password? the Educator Number or the SSN? **YES** NO Follow the link for Forgot Password and check **YES** you e-mail for a response from the system. NO Can you log on with your username and password? Did you complete the screens and successfully get into the Single **YES YES** Sign on? NO I got a response, but it is Do you see an EIS icon? NO **YES** asking me secret questions and it doesn't ac-**YES** cept my answers. NO NO Do you see a Performance Tracker icon? Go to the My Profile tab I got no response or the email they in the left hand upper showed that it was sent to is incorportion of the Single NO Sign on to review/ Ask your i4Ssee coordinator correct information. YES to assign your username to a school or to create you as a user In Performance Tracker, go to the link for Students and do a search for All students to see what student data you can see. If these are your students, then you myNHDOEhelp@ed.state.nh.us are ready to go! Mike Cote at 271-2775 Sandy Hylsop at 271-2831 Teresa Vincent at 271-3336